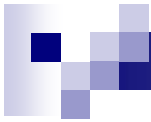




# Provider Walkthrough for Pilot Testing

MaineCare



# Agenda

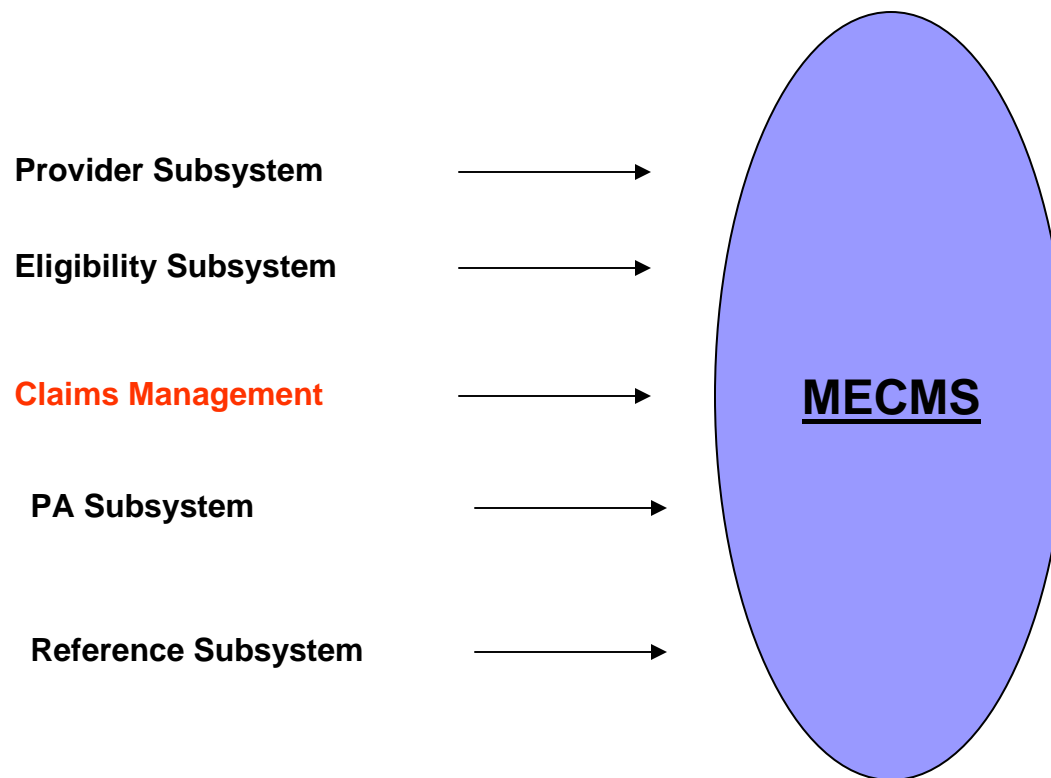
- Registration
- Objectives of the Pilot Phase
- Overview of Provider View for MECMS
- Modes of Claims Submission in MECMS
- Provider roles and activity details
- FAQs
- Summary



# Objectives of Pilot Phase

- Initiate participation of the provider community
- Communicate and validate new processes with the provider community
- Validate accuracy of the claims processes in order to facilitate transition to MECMS system
- Initiate transition to HIPAA transactions
- Focus is on claims adjudication business process

# Provider View of MECMS Processes



Pilot Focus is on **Claims Management** Functionality only



# Focus: Claims Management

- Claims Submission
  - Active participation of the providers
- Claims Adjudication
  - Internal system activity but critical to ensure correct processing of claims
- Claims Feedback
  - Acknowledgment Process
    - Proprietary file or 997
  - Remittance Advice
    - 835 and/or Paper RA



# MECMS Claims Submission Process

## ■ Paper Claims

- ☐ Only standard claim forms (HCFA 1500, UB 92, ADA)
- ☐ No specific forms for adjustments or special claims

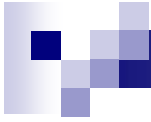
## ■ Submit Electronic Batch Claims

- ☐ EMC Claim Format
- ☐ HIPAA 837

## ■ Submit Online Electronic Claims\*

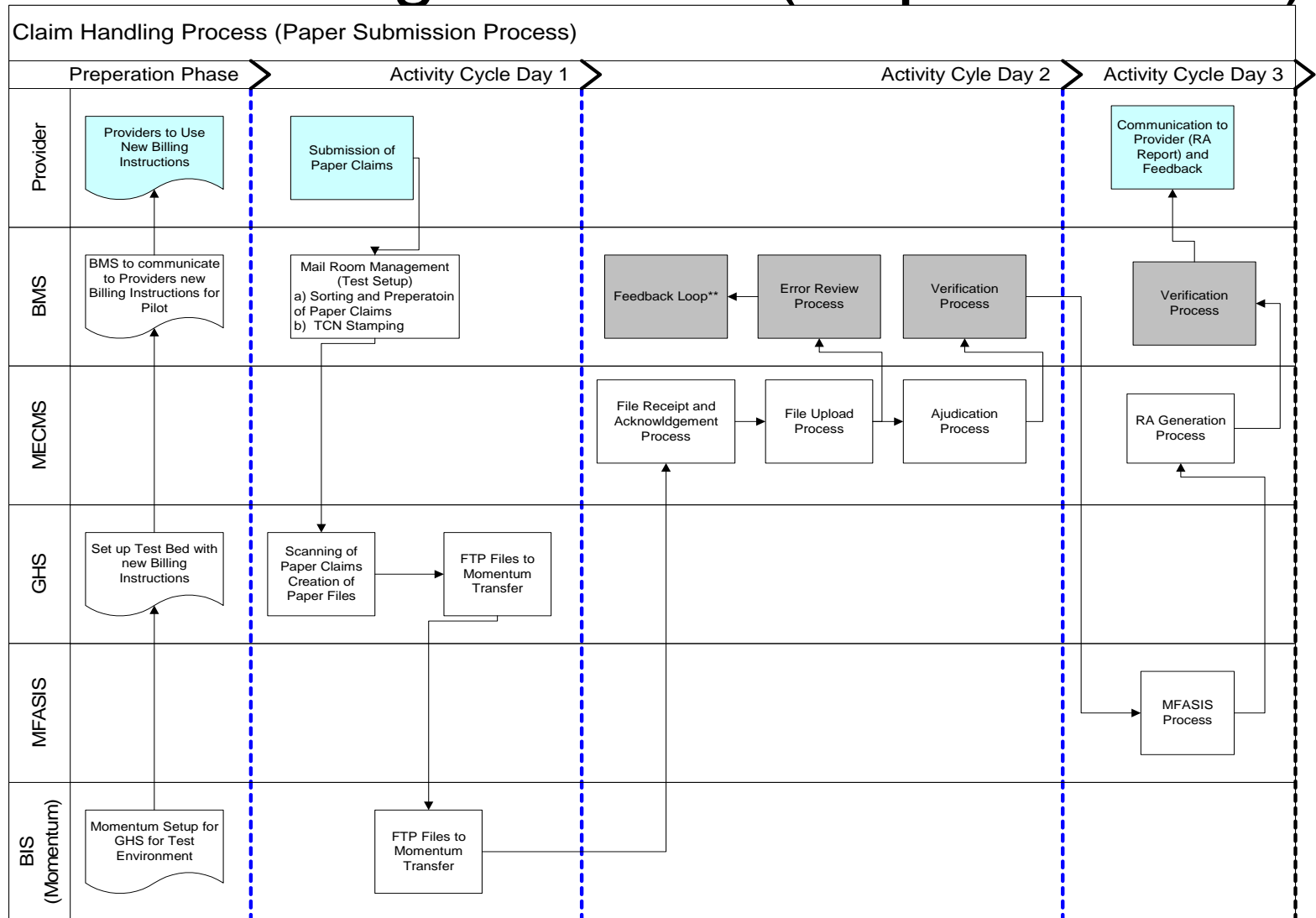
- ☐ Direct Data Entry
- ☐ Upload Via MECMS website

\* Not being addressed in the pilot phase



# Paper Claims Management Process

# Pilot Testing Process (Paper Claims)







# Role of the Provider ( Paper Claims)

- Preparation Phase
  - Review the billing instructions for MECMS system
- Activity Phase
  - Submission Activity
    - Ensure sample claims are submitted using the new billing instructions
    - Claims marked for Pilot should be sent in an envelope marked on the front of the envelope as 'PILOT TEST'
    - Dual Submission
      - Submit your regular claims with existing billing instructions
      - Submit the same claims updated in accordance with the new billing instructions
  - Review and Feedback Activity
    - Review the Paper RA generated by the MECMS system for accuracy
    - Submit your feedback via email to [bms.pilot@maine.gov](mailto:bms.pilot@maine.gov)



# EMC Claims Management Process



# EMC Claims Submission

- Providers are already using the EMC process to submit batch electronic claims
- Present mode of claim submission will continue to be available to all providers until otherwise notified by the State



# Current EMC Claims Submission Process

- Dial Up to connect to State Network
  - ZModem
  - YModem
  - Secure FTP\*
- Submit Files
- Receive confirmation of successful file transfer
- Processing of submitted files overnight
- Acknowledgment files received via email attachment

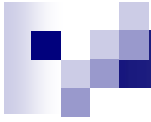
\*Secure FTP is the recommended option



# New EMC Claims Submission Process

- Dial Up to connect to State Network
  - ☐ ZModem
  - ☐ YModem
  - ☐ Secure FTP\*
- Submit Files
- Receive confirmation of successful file transfer
- Processing of submitted files **every 45-60 minutes** to generate acknowledgments
- Acknowledgment files sent via email
- Provider can access the acknowledgment file using the Secure FTP

\* Secure FTP is the recommended option



# Acknowledgment and Feedback

- Details about feedback
  - ☐ Rules for File Rejection
    - Error details available as a document
  - ☐ Notification for File Rejection
    - Error Report generated and sent as an email attachment
- Do Include and test both
  - ☐ Good File
  - ☐ Bad File



# What has changed in new system : for EMC

## ■ Claims Submission

- ☐ Same File Format and Layout
- ☐ Similar Submission Process
- ☐ Procedure Codes

## ■ However

- ☐ Need to use latest place of service code set
- ☐ Refer to the new billing instructions for specific details\*
- ☐ ONE CHANGE File Naming Convention

\* The new billing instructions are available



# File Naming Convention

- ~~Current EMC File Naming Convention~~

- ~~□ The name of the file must be EMC.DAT~~

- MECMS EMC File Naming Convention

- The name of the file must be  
[PRVDRID][E].DAT

- Example a Provider with ID 999888000 would  
submit an EMC Claim

- **999888000E.DAT**





# File Content and Format

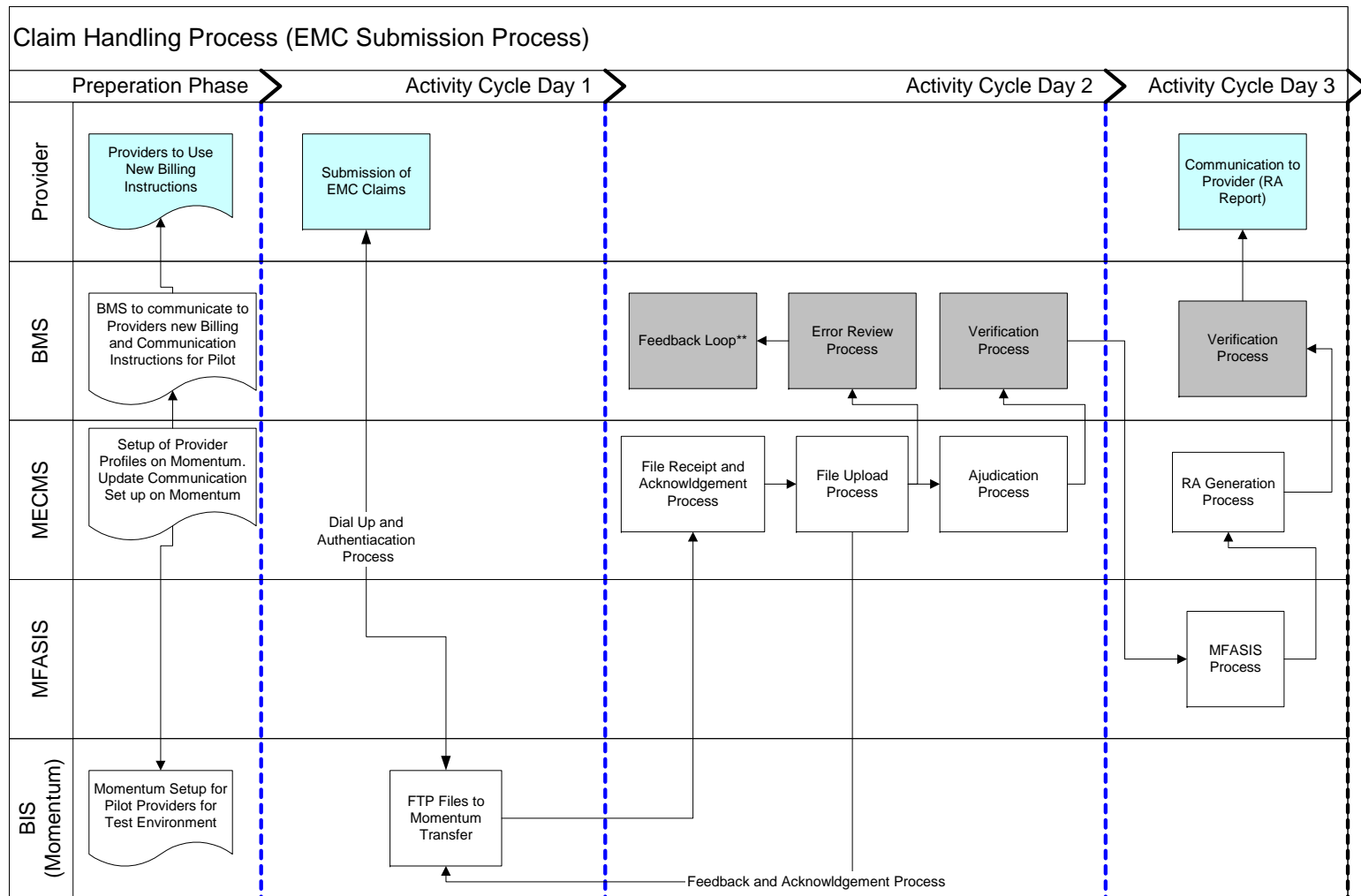
## ■ Current System

- The first record of the data file must be the :READ record (see *:READ Record Layout* page)
- Userid and Password must appear in column 18 on the :READ card. Example: userid = hf9999z  
Password = mstjohn mnemonic = stjo would read  
:READ STJO01 TST HF9999ZMSTJOHN

## ■ New MECMS System

- Do not need the :READ record
- Don't have to worry if you send it in the File, the system ignores it.

# Pilot Testing Process (EMC Claims)





# Role of the Provider ( EMC Claims)

## ■ Preparation Phase

- Review the billing instructions for MECMS system
- Ensure batch files generated using the file naming convention

## ■ Activity Phase

### □ Submission Activity

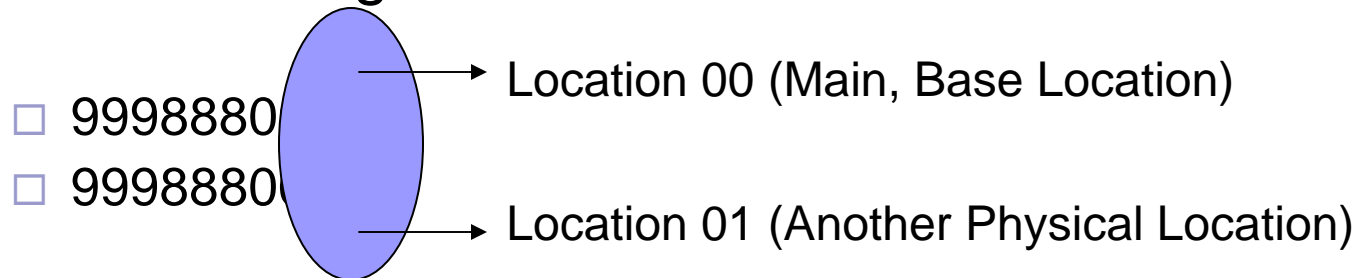
- Ensure batch files are submitted over one of three modes of electronic submission
  - Dual Submission-
    - Submit your regular claims with existing billing instructions and file name
    - Submit the same claims updated in accordance with the new billing instructions and the new file naming format
  - Submit a bad file to verify the rejection process

### □ Review and Feedback Activity

- Review the Acknowledgment and Feedback file
- Review the process of receiving the RA file using Secure FTP
- Review the Remittance Advice for 835 content
- Submit your feedback via email to [bms.pilot@maine.gov](mailto:bms.pilot@maine.gov)

# Note on Provider Numbers

- New provider numbers are being issued. They will not be used during the Pilot Testing
- Concept of tracking the different locations of the same provider using the location number

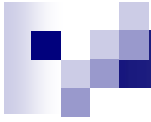


- Now you can submit claims for both these locations using a single claims submission file
- A Billing Agency/Clearinghouse can submit claims for more than one provider in a single claims submission file



# Billing Agencies/Clearinghouses

- Billing Agencies/Clearinghouses need to register/enroll in the MECMS system to enable claims submission
- Agencies/Clearinghouses are issued a specific number by the MECMS system
- Provider identifies the Billing Agency/Clearinghouse that is allowed to bill on its behalf through the enrollment process
- The system maintains the status of the relationship between the provider and the Billing Agency/Clearinghouse. The system also maintains the period for which the relationship is active
- A separate acknowledgement file is generated for each billing provider in the file



# HIPAA Claims Management Process

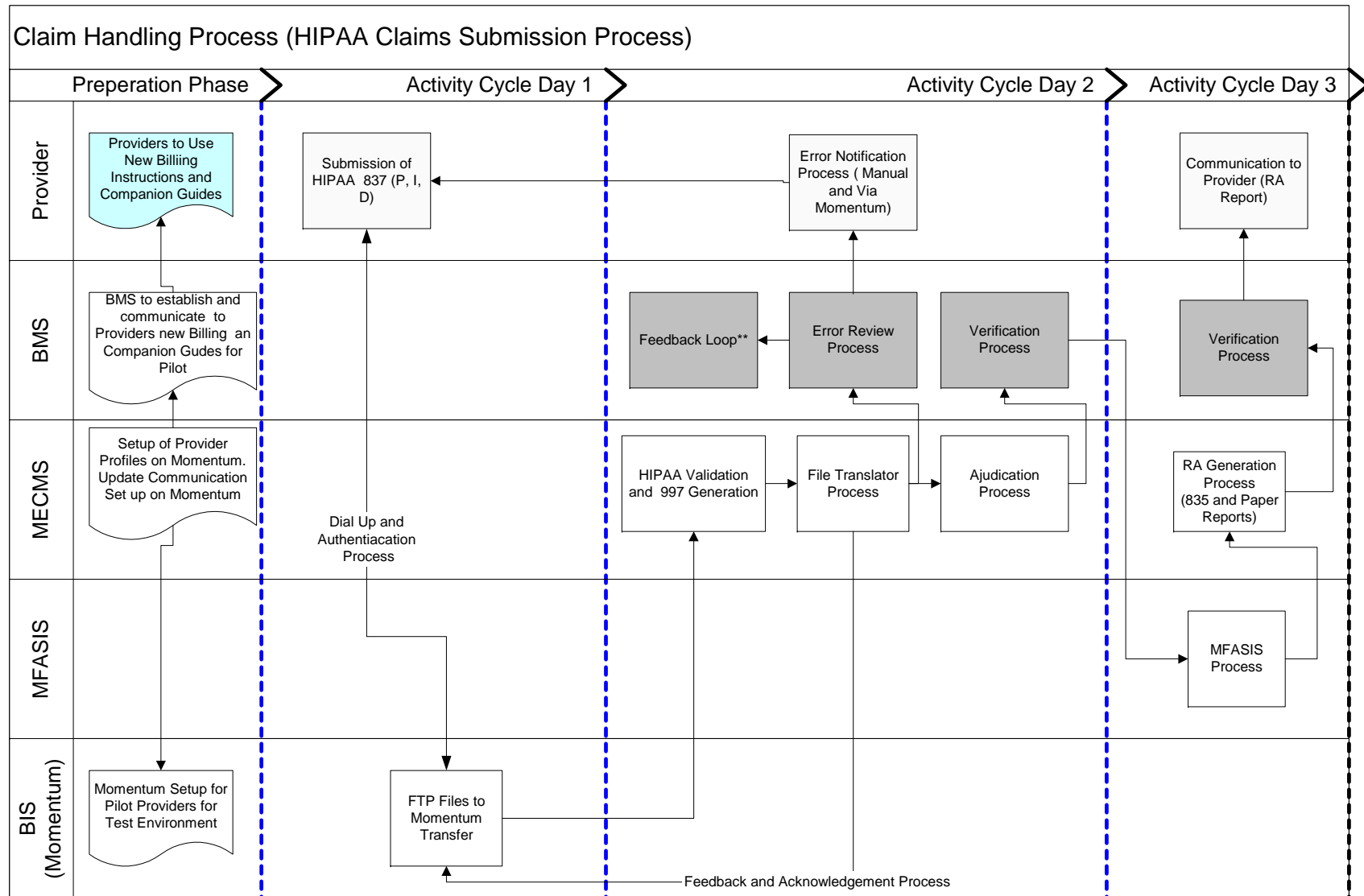


# HIPAA Claims Submission

- Before you can submit claims in HIPAA format in production with the MECMS system, you must first run a test process\*
- Providers must adhere to the companion guides established by State of Maine
- Providers can migrate to a specific transaction in production
- For example a provider can submit HIPAA 837 (P) in production but may be still working on HIPAA 837 (I) in test mode

\* Provider would need to be validated and approved by transaction type

## A decorative graphic consisting of several squares of different colors (blue, green, yellow, orange, red) arranged in a non-uniform pattern.







# HIPAA Claims Submission Process

- Providers can use the current batch file submission process that they use for EMC for HIPAA files as well
  - Secure FTP
  - ZModem
  - YModem
- Providers can submit batch files over the MECMS secure web site\*\*
- HIPAA File Naming Convention when submitting batch file is [PRVDRID][H].DAT
  - Example a Provider with ID 999888000 would submit an HIPAA Claim
    - **999888000H.DAT**

\*\* Not available for the pilot phase



# Role of the Provider ( HIPAA Claims)

## ■ Preparation Phase

- Review the billing instructions and the companion guides for MECMS system
- Ensure batch files generated using the file naming convention
- Ensure that the HIPAA 837 transactions are valid for level 1 and level 2 edits

## ■ Activity Phase

- Submission Activity
  - Ensure batch files are submitted over one of three modes of electronic submission
  - Submit a bad file to verify the rejection process at the 997 Level
- Review and Feedback Activity
  - Review the 997 feedback file
  - Review the Error Report for Companion Guide level errors
  - Review the process of receiving the RA File using Secure FTP/Z Modem
  - Review the Remittance Advice for 835 content
  - Submit your feedback via email to [bms.pilot@maine.gov](mailto:bms.pilot@maine.gov)



# Remittance Advice Details

- Adheres to the 835 data content specifications
- New Layout for the Paper RA
  - Summary Page
  - Detail Page
  - Legend Page

# Summary Page

Franklin Anesthesia Assoc  
Po Box 88  
Lewiston, ME 04243-0088



MaineCare  
Remittance Statement  
Prepared Date: 11/17/2004  
RA Date: 11/16/2004

RA Number: 75001244

Check / Trace #: 2429900003

Check Date: 10/25/2004

Check Amount: \$18.68

Payment Method: Check

## Claims Summary

Billing Provider	Category	Total Billed Units	Total Billed Amount	Total Allowed Amount	Total TPL Amount	Total Patient Resp Amount	Total Paid
110240000	Adjustment	10	\$1,240.00	\$16.56	\$0.00	\$0.00	\$16.56

## Provider Adjustments:

Billing Provider	Code	Source	Code Description	Original Balance Amount	Remaining Balance Amount	Adjustment Amount
110240000	NONE	NONE	NONE	\$0.00	\$0.00	\$0.00

# Detail Page

Franklin Anesthesia Assoc  
Po Box 89  
Lewiston, ME 04243-0089



MaineCare  
Remittance Statement  
Prepared Date: 11/17/2004  
RA Date: 11/16/2004  
Page 1

Category: Adjustment RA Number: 75001244

Check / Trace #: 2429900003 Check Date: 10/25/2004

Billing Provider	Member MaineCare ID Med. Record# Patient Acct#	TCN / Claim Type	Line #	Rendering Provider	Service Date(s)	Rev / Proc / Mod	Total Units	Total Billed Amount	Total Allowed Amount	Total TPL Amount	Total Patient Resp. Amount	Total Paid Amount	Remark Codes	Adjustments
110240000	Trask, Loraine 41717141A FRA2944	102003072000002000 1-Professional/Claim	1		07/25/2002- 07/25/2002	58671 AA	6	\$620.00	\$82.80	\$0.00	\$0.00	\$82.80		42= \$537.20
Document Total:							6	\$620.00	\$82.80	\$0.00	\$0.00	\$82.80		
	Trask, Loraine 41717141A FRA2944	222004292000008000 1-Professional/Claim	1	325610001	07/25/2002- 07/25/2002	58671 AA	4	\$620.00	-\$66.24	\$0.00	\$0.00	-\$66.24		42= \$686.24
Document Total:							4	\$620.00	-\$66.24	\$0.00	\$0.00	-\$66.24		
Billing Provider Total:							10	\$1,240.00	\$16.56	\$0.00	\$0.00	\$16.56		
Category Total:							10	\$1,240.00	\$16.56	\$0.00	\$0.00	\$16.56		



# Legend Page

Franklin Anesthesia Assoc  
Po Box 88  
Lewiston, ME 04243-0088



MaineCare  
Remittance Statement  
Prepared Date: 11/17/2004  
RA Date: 11/16/2004  
Page 1

RA Number: 75001244

Check / Trace #: 2429900003 Check Date: 10/25/2004

Remark Codes	Adjustments
	42: Charges exceed our fee schedule or maximum allowable amount.



# You have questions: We are here to help!

- Use the BMS web site ([www.state.me.us/bms](http://www.state.me.us/bms))
  - Click on MECMS Pilot Link  
[www.state.me.us/bms/mecmspilot.htm](http://www.state.me.us/bms/mecmspilot.htm)
  - Look for Frequently Asked Questions
  - Post questions and inquiries
  - FAQ's shall be updated weekly
- Email us with your questions and inquiries
  - Address is [bms.pilot@maine.gov](mailto:bms.pilot@maine.gov)
- Contact the Provider Inquiry Desk
  - 1 800 321 557 Option 9



# Frequently Asked Questions

- Question:

- ☐ When can I start submitting the test files

- Answer

- ☐ State shall be sending an official notification via email to all the registered participants about the actual day. Tentatively, the process shall start on 12/20/2004





# Frequently Asked Questions

## ■ Question:

- ☐ Where do I find the latest billing instructions

## ■ Answer

- ☐ The most recent billing instructions are posted on the BMS web site  
([www.state.me.us/bms/billing\\_manuals.htm](http://www.state.me.us/bms/billing_manuals.htm))
- ☐ Copies of the billing instructions are available today



# Frequently Asked Questions

- Question:

- Where do I find the HIPAA Companion Guides. If I seek some clarification who do I contact for additional information

- Answer

- The companion guides are available on the following URL
    - <http://www.maine.gov/dhhs/emc/emc-hipaa-guidelines.htm>
  - Please send your request for additional information to the following email address
    - [bms.pilot@maine.gov](mailto:bms.pilot@maine.gov)
  - Please put in your questions on the BMS web site under the MECMS Pilot Link
    - [www.state.me.us/bms/mecmspilot.htm](http://www.state.me.us/bms/mecmspilot.htm)



# Summary

- Require to do dual submission of claims and files
- We need to use
  - Latest billing instructions (EMC and Paper)
  - Correct file naming conventions (EMC) and
  - Companion Guides (HIPAA)
- Thanks for your Co-operation and time today